

~~SECRET~~Executive Registry  
63-707

JAN 1963

MEMORANDUM FOR: Director of Personnel

VIA

DDIS

SUBJECT : Requested Action from the Personnel Advisory Board

I would appreciate learning, not later than 1 March, of the action already taken, or recommendations for action, by the Personnel Advisory Board on the following:

1. The development of a more efficient job evaluation program to include:
  - a. A new system for monitoring the Fitness Report program.
  - b. Procedures by which the supervisory duties of supervisors can be more efficiently evaluated.
2. The development of measures to ensure uniformity of performance evaluation procedures among the several Deputy Directorates.
3. The development of monitoring procedures by which the Director of Personnel can ensure that individuals whose job performances are such that they are no longer suitable for an Agency career can be selected out.
4. The development of fair and consistent selection out procedures for application on a continuing basis.

ILLEGIB

Lyman B. Kirkpatrick  
Executive Director

cc: DD/S

- for signature

